



SPECIAL AGENT-IN-CHARGE, DEPARTMENT OF CORRECTIONS
Final Filing Date: July 6, 2006

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or **In person with:**
Department of Corrections and Rehabilitation **Department of Corrections and Rehabilitation**
Selection Services Section **Selection Services Section**
P.O. Box 942883 **1515 S Street, Room 522N**
Sacramento, CA 94283-0001 **Sacramento, CA 95814**
(916) 322-2545 **(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **JULY 6, 2006** is the final filing date. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **September/October 2006**.

SALARY RANGE(S) As of **May 25, 2006**.
\$8,194 - \$9,033

MINIMUM QUALIFICATIONS **Education:** Possession of a bachelor of arts or bachelor of science degree from an accredited college or university, including not less than 12 semester units in criminal justice administration. (Additional qualifying experience may be substituted for the required college education on a year-for-year basis, up to two years.) **and**

Either I
Two years of experience in the California state service performing the duties of a Senior Special Agent, Department of Corrections.

Or II
Broad and extensive experience as a peace officer (as defined in the California Penal Code Sections 830.1, 830.2, 830.3, or 830.5) in an investigative assignment in a governmental agency performing increasingly responsible civil, criminal, and/or administrative investigations, at least three years of which must have been in a supervisory capacity with responsibility for a major investigation unit. Experience in the California state service applied toward this pattern must have been in a class with a level of responsibility equivalent to a Senior Special Agent, Department of Corrections.

Special Personal Characteristics: No illegal involvement in controlled substances as an adult; willingness to work throughout the State and at unusual hours; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally-included persons and environments in performance of duties; willingness to work undercover and participate in covert moving, stationary, and aerial surveillance; willingness to utilize a variety of weaponry, including shotguns and tear gas; willingness to pursue violent repeat offenders and affect their arrest; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid driver license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

Special Physical Characteristics: Freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in this class.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
1. Purposes, activities, rules, and regulations of the Department of Corrections and Rehabilitation

2. Provisions of the California Penal Code, Evidence Code, and Code of Civil Procedures

3. Major investigative operational plans

4. Criminal and personnel investigation techniques and procedures

5. Interview, information, and intelligence gathering processes and procedures

6. Principles, procedures, and recent trends in corrections and parole work

7. Laws of arrest

8. Individual's constitutional rights including those relating to laws of arrest, proper tactics, and use of force in affecting arrests of suspects

9. Search and seizure and the service of legal process, techniques for securing, preserving, and handling evidence and the rules of evidence, and court procedure

10. Principles, practices, and techniques in rehabilitating antisocial persons

11. Tactical operations

12. Training techniques

13. Officer safety

14. Principles and methods of correctional administration

15. Principles and techniques of personnel management and supervision

16. A manger's role in equal employment opportunity and the prevention of discrimination and harassment in the workplace

17. Advanced peace officer training techniques and methods

18. Applicable collective bargaining memorandum of understanding and related issues

19. State and Department policies and procedures

20. Disciplinary guidelines and personnel rules

21. Techniques and methods for managing specialized investigative and enforcement programs

22. Training programs for other law enforcement agencies

23. Organization and functions of the Department of Corrections and Rehabilitation

24. Goals and objectives of the Department and its investigative functions

25. Roles, relationships, and responsibilities of other law enforcement agencies and other governmental agencies

26. A manager's responsibility in promoting equal opportunity in hiring and employee development
- B. Ability to:
1. Gather and prepare evidence

2. Develop techniques, methods, and skills and apply applicable laws required to conduct criminal and personnel investigations

3. Establish and maintain cooperative relations with law enforcement and governmental agencies

4. Prepare and present well organized, accurate, timely, clear, and concise written reports

5. Communicate effectively

6. Analyze situations accurately and take effective action

7. Operate a motor vehicle safely and effectively

8. Plan and conduct investigations, including criminal investigations

9. Use, maintain, and qualify with approved firearms

10. Gather, analyze, and evaluate facts and evidence

11. Plan, direct, and conduct the more difficult and complex criminal and personnel investigations

12. Plan for and allocate resources to achieve program goals and objectives

13. Effectively supervise the work of a group of Special Agents and other law enforcement personnel

14. Initiate and review personnel matters

15. Effectively contribute to establishing equal opportunity in hiring and employee development

16. Plan, organize, and direct investigative programs and personnel in an assigned area of the State and headquarters

17. Effectively direct and supervise the activities of supervisory staff

18. Develop and maintain administrative and operational quality control measures

19. Manage sworn and nonsworn personnel in carrying out the functions of the program

20. Implement, develop, and evaluate training programs or projects

21. Effectively contribute to promoting equal opportunity in employment

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

A **Special Agent-In-Charge, DOC**, with the Department of Corrections and Rehabilitation in the Office of Internal Affairs (OIA) manages and directs an assigned Regional Office or Headquarters Office and provides daily assistance to the Assistant Secretary, Chiefs of Headquarters Operations and Field Operations of Internal Affairs; Wardens and other Hiring Authorities; Chief Deputy Directors; and the Undersecretary and Secretary of Corrections and Rehabilitation on investigations concerning employee misconduct; provides administrative and policy direction to investigative staff; monitors, coordinates and evaluates administrative and criminal investigations, including those that involve the most sensitive and/or complex issues; oversees the development of investigative operational plans; assists in the development of operational procedures; is responsible for policy development relating to investigative strategy and interactions with various law enforcement agencies; provides direction for investigations involving the Department's deadly force investigative team; and does other related work.

POSITION DESCRIPTION AND LOCATION(S) (CONTINUED)	<p>A Special Agent-In-Charge, DOC, in the Office of Correctional Safety administers the division that investigates gang activity within the prisons; oversees the Department's prison gang identification tracking system; provides daily assistance to the Assistant Secretary, and other Assistant Secretaries; Wardens; Chief Deputy Secretaries; and the Secretary of Corrections and Rehabilitation regarding gang management; provides program and policy advice; conducts investigations on potential illegal activity of staff, inmates and parolees; conducts investigations of organized crime activities; develops policy and reviews departmental programs as they affect law enforcement agencies; personally provides directional coordination for the departmental Shooting Review Boards; provides administrative and policy direction to investigative staff; contacts legislators and legislative staff media representatives, federal and state and local law enforcement agencies, special interest and/or advocate groups involved in operation of the Department such as, inmate rights groups, civil rights groups, etc.; and performs other related work.</p> <p>Positions exist in Sacramento, Rancho Cordova, Bakersfield and Rancho Cucamonga.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.</p>
VETERANS POINTS/ CAREER CREDITS	<p>Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.</p>
SPECIAL REQUIREMENTS	<p>Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.</p> <p>Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.</p> <p>In completing the Examination Application, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:</p> <ol style="list-style-type: none">(1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or(2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or(3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana. <p>However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).</p> <p>Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a Special-In-Charge, Department of Corrections.</p> <p>Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.</p> <p>Age Limitation -- minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)</p> <p>Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.</p> <p>Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenics) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for Department of Corrections and Rehabilitations' employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.</p> <p>Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.</p> <p>Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.</p>

<div>SPECIAL REQUIREMENTS (CONTINUED)</div>	<div>High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.</div> <div>Pursuant to Penal Code Section 6056(b)(1), prior to training any peace officer who is selected to conduct internal affairs investigations, the Department shall conduct a complete and thorough background check. This background check shall be in addition to the original background screening that was conducted when the person was hired as a peace officer. Each person shall satisfactorily pass the second background check. <u>Any</u> person who has been the subject of a sustained, serious disciplinary action, including, but not limited to, termination, suspension, or demotion, shall <u>not</u> pass the background check.</div>
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GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Corrections and Rehabilitations’ Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS